



**Chicago Section**  
Institute of Food Technologists



***the First Section***

## **Chicago Section IFT Executive Committee Meeting Minutes**

**Date: December 13th 2013 – Millrose Restaurant – Barrington, IL**

**Time: 4:00-5:00PM**

**Attending Officers:** John Chambers, Olivia Klose, Linda Perucca, John Budin

**Executive Committee:** Laura Colby, Keith Schafer, Bill Becht, Jan Miller, Glenn Bluemer, Manoj Shah, Susan Monkton

**Committee Chairs:** Uwe Nienaber, Dan Best, Nancy Moriarity, Joy Dell' Aringa, Terry Schwartz, Laura Gray, Katie Schmidt, Denise Michalik, Sharim Lane

**Guests:** Gary Reineccius, Dean Duxbury, David LeVally, Sanford Wolgel, Anisa Bassi, Michael Gross

**Staff:** Lynnda Nelson, Alyssa Nelson

**Call to order:** Meeting called to order at **4:04** PM

**John Chambers**

**Approval of Previous Minutes:**

**Olivia Klose**

**Treasurer's Report:**

**Jamie Colby**

Report submitted

### **Top-of-the-Agenda Business**

#### **• Website design discussion**

**Do we want to spend the money for a new website or redesign our current one? If we stick to the current site by Hill & Associates**

- We need to change our branding, logo's, headers, and colors.
- What don't you like about the current site that we can change?
- Change the pages from HTML to PHP
- Get rid of tables and put in DIVS (Coding in the background)
- The navigation would be the same as it is
- If we keep the same site it would take about a month to complete (can be completed by IAMI staff but not using staff time currently allocated to CSIFT work – not to exceed cost = \$2000.00)

**If we purchase a new website**

- What is the cost to do a new site? What is our budget? Our current website cost was \$7000.00.
- <http://www.executionists.com/blog/website-design/cost-to-build-websites-2013/>
- We would need recommendation on companies that do websites.
- What don't you like about the current site that we can change?
- Need a website with sponsorship in mind. Current website is difficult to present sponsors.
- IAMI could write up an RFQ out to potential vendors. IAMI would present the companies to the ExCom, and we can vote. CSIFT leadership would need to write the criteria. Price, capabilities, etc. Have info by Jan meeting.
- The Business Office will manage the website content. Do we want continuity or do we want to stand out? We need to write up specs for the group on the website. Discussed the option of having a student intern using scholarship money to do website design over the summer, while there are no meetings going on.

We will be forming a task force to work on website design. John C., Glenn, Denise, Joy, Sharim, and Lynnda will be on the task force.



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- **Vote on election dates & procedures John Chambers/Linda Perucca**

Do we want to run with national election or as a separate section? Advantage to going with national is that it will be that way going forward, and you will get one email to vote on all candidates. We still have some openings for chair elect, and executive committee members. We need to know by Jan 17<sup>th</sup> to get candidates and bios by Jan 31<sup>st</sup>.

**Motion:** That we move our elections alongside national IFT elections. Seconded, motion carried. 12 votes yes.

**CSIFT Business Report:**

Report submitted.

**Lynnda Nelson**

### **Committee Reports**

**Auditing Committee**

No report.

**Terry Schwartz**

**Awards / Nominating Committee**

Report submitted.

**Linda Perucca**

**Finance Committee:**

No report.

**Uwe Nienaber**

**Golf Outing Committee**

No report.

**Mike Hosler**

**Historian**

No report.

**Porter Myrick**

**Hospitality/ Student Night**

Keith would like to have a mentor program to try to encourage new members to stick with CSIFT, and become active members. Goal is to increase attendance. Execute in February. Put first timers at the dinner meeting with folks from Executive Committee and officers. Try to make sure they feel comfortable and taken care of them at our events.

**Keith Schaffer**

**Host Section Activities Committee:**

No report.

**Linda Perucca**

**House Committee:**

Attendance is improving. We are not losing money. Menus are set. We have the May location identified as Cafe La Cave.

**Manoj Shah**

**Long Range Planning Committee:**

Dan wants to get some creative ideas for next month for long range memberships.

**Dan Best**

**Marketing**

(CFAR / Minute Person / Newsletter / Social Media / Sponsorship / Website)

Report submitted. Mission is to develop an integrated plan to build the value to our members. Everything this committee does will be based on this mission. One of the main areas needing development was social media. Katie Schmidt is taking on the social media group. We are trying to get our communication up through social media. Katie is starting with LinkedIn as a starting focus. They are

**Denise Michalik**



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trying to clean up Chicago IFT group, now there is one, it is an open group, but you have to choose new professionals or career center, and you have to be a member.

It was suggested to do a webinar to teach LinkedIn to members who are not familiar.

Marla Todd will be asked to vote yes for CFAR February 26<sup>th</sup> in Springfield, IL. If Marla cannot attend, Susan Moncton will go.

**Motion:** That a member of Chicago Section IFT be authorized to attend meeting for CFAR on February 26<sup>th</sup> 2014 and vote yes to keep the organization active. Seconded, motion carried. 12 yes votes.

**Membership Committee:**

**Joy Dell Aringa/Sharim Lane**

No report.

**New Professionals Committee**

**Molly Connor / Niki Baran**

Report submitted.

**Professional Development**

**Susan Abrahm-Rivera**

(Career Guidance and Continuing Education / Employment / Members in Transition / Technical Programs)

Technical Breakfast Committee Report Submitted. Next event is scheduled for April 3<sup>rd</sup> 2014.

**Program Committee:**

**John Budin**

No report.

**Scholarship Committee:**

**Nancy Moriarity**

2 Jonathon Baldwin Turner scholarships were funded this year in addition to 8,000. Two recipients were in food science in human nutrition, Janique Tyler from Paris, IL, Samantha Larocca, from Homewood Flossmoor, both are food science students. Susan Moncton has asked that we invite them to the Tanner lecture.

**Supplier's Night Committee:**

**Jim Anderson**

Report submitted.

**Tanner Committee Report:**

**Zuoxing Zheng**

No report.

**New Business**

**Manoj Shah**

Some Sections of IFT are 501c (3), and are saving money on taxes and those who donate to the Section received a tax break. How can Chicago Section IFT get this same status? An advantage is not having to pay taxes on meals and donations receive a tax break. We need to see if we qualify for it. Manoj is looking into doing this. The finance committee will handle this. We will talk to the other sections that have done it and see how they did it. We are not paying taxes at this time, but are paying sales tax and are taxed on contributions.

Motion to adjourn meeting at **5:08** PM –

**Submitted by: Olivia Klose, CSIFT Secretary**